

NO DEADLINE

Neighborhood Grant

**DISCOVER** Neighbors  
**DISCOVER** Home  
Longmont Community & Neighborhood Resources



2015 OVERVIEW AND APPLICATION

## 2015 **DISCOVER NEIGHBORS** **DISCOVER HOME** GRANT OVERVIEW AND APPLICATION

### DESCRIPTION:

The City of Longmont makes the “Discover Neighbors, Discover Home” small grant available to residents throughout the city to enhance quality of life and build a better “sense of community” in the city’s neighborhoods. The grant is awarded throughout the year to residents of city blocks that meet minimum criteria outlined below to support block based community building activities, including mapping the block. Available funding is determined by the number of homes on the block and all residents on the block must be encouraged to participate.

- **\$50 for blocks of 6 to 11 homes**
- **\$100 for blocks of 12 or more homes**  
You may combine up to two adjacent blocks to double your grant eligibility amount (requires two co-applicants from different blocks).

### ELIGIBLE ACTIVITIES:

All activities must benefit everyone on the block! Eligibility is determined at the discretion of Community and Neighborhood Resources staff.

Examples of previously funded activities

#### *Creativity encouraged*

- Block party
- Potluck or picnic
- Block garage sale
- Neighborhood garden planting
- Ice cream social
- Outdoor movie night
- Block cleanup

The Discover Neighbors, Discover Home grant can be used in various ways to support these types of activities including purchasing food, supplies, and materials. Community and Neighborhood Resources can also provide free printing of flyers to promote your activity.

*Funds cannot support political activities, maintenance expenses, purchase of alcohol, already completed events, or activities that only benefit a few people on the block.*

### HOW TO APPLY ([www.longmontcolorado.gov](http://www.longmontcolorado.gov)):

- ☐ Contact Community and Neighborhood Resources for more information or a customized block map
- ☐ Visit each of your neighbors, discuss your intended project, illicit help, and fill out a block map that includes *at least* the name, address, and phone number of each household.
- ☐ Submit a completed map, application, budget, and street closure permit (if applicable) to Community and Neighborhood Resources (information below)
- ☐ Share a copy of the map with each of your neighbors
- ☐ Receive approvals from the city
- ☐ Have fun with your neighbors at your activity
- ☐ Submit reimbursement/evaluation forms with original receipts or invoices within two weeks after your event
- ☐ Ask how to form a neighborhood group and plan the next activity with your neighbors



Questions? Call: 303-651-8444, email: [cnr@longmontcolorado.gov](mailto:cnr@longmontcolorado.gov)  
mail: 350 Kimbark St, Longmont CO 80501, or visit: <http://bit.ly/1FwahrQ>





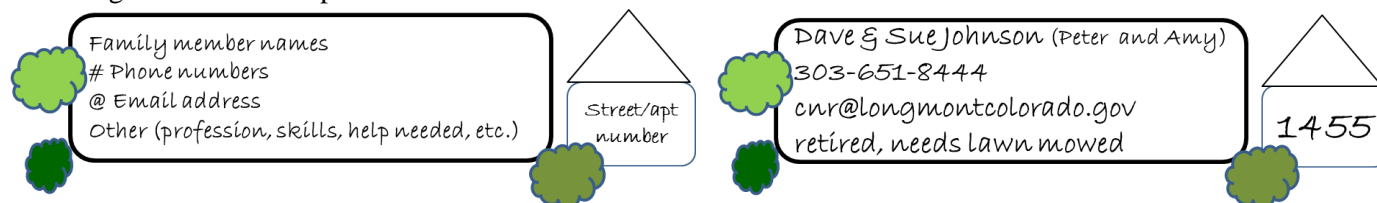
## **ELIGIBILITY, TERMS, AND CONDITIONS:**

- Any Longmont resident willing to map their block may apply. One grant per block per calendar year.
- A maximum of two grants can be combined by **co-applicants** on adjacent city blocks for a single event.
- A unique map must be created, previously created neighborhood maps or directories are not valid.
- Applications are accepted on a rolling basis, any time during the year, as long as funds are available.
- Applications must be submitted at least two weeks prior to your event (10 work days).  
*Call to be considered for shorter turn around; dependent on resources.*
- Community and Neighborhood Resources determines the eligibility of all Discover Neighbors grants.
- Projects that are not be eligible for funding include: political activities, maintenance expenses, purchase of alcohol, already completed events, and activities that don't benefit everyone on the block.
- All grants must be utilized for projects benefiting the entire block.
- Block party or street closure permits are required for all events requiring street closure (Allow 15 days for review). Download at [www.longmontcolorado.gov](http://www.longmontcolorado.gov) or stop by the city clerk's office at 350 Kimbark St.
- Grants are reimbursable, submit qualifying receipts/invoices after your activity using the appropriate form

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## **Mapping Your Block**

1. Write your family's names, phone number, and email address in the box representing the position of your house on the block, then add your street or apartment number in the box along the street. Add a second map for larger blocks. Examples:



2. Visit your neighbors and record the same information in the box that represents the location of their home on the block.
3. We encourage you to add additional information if your neighbors are comfortable doing so, such as children and pet names/ages, hobbies, or tools and skills they are willing to share with other neighbors.
4. Distribute a copy of the completed map to each of your neighbors.
5. Submit the map with a completed grant application and budget to Community and Neighborhood Resources. Contact information below.

## **Map options:**

- Use the map included on page five of the application (use additional maps for large blocks)
- Request a customized map of your block from Community & Neighborhood Resources (allow additional time)
- Sketch a map of your block with squares representing each home or apartment
- If you are applying for a street closure permit, the City of Longmont will provide a map for you to distribute based on the contact information provided on the "Acknowledgement of Street Closure" form. Contact the city clerk's office or download at <http://bit.ly/1FwahrQ>.

## **CONTACT COMMUNITY AND NEIGHBORHOOD RESOURCES (CNR) WITH QUESTIONS**

**Ask about the benefits of joining or starting a neighborhood group today.**

**Questions? Call: 303-651-8444, email: [cnr@longmontcolorado.gov](mailto:cnr@longmontcolorado.gov)  
mail: 350 Kimbark St, Longmont CO 80501, or visit: <http://bit.ly/1FwahrQ>**





## 2015 DISCOVER NEIGHBORS APPLICATION

Block Name/Location:		Application Date:
<b>CONTACT PERSON</b>		
Name:		Daytime Phone:
Email:		Cell Phone:
Address:		City, State Zip code:

<b>ACTIVITY DESCRIPTION</b>		
Activity Date:		How many people will be involved in planning the activity?
How many residents are expected to participate:		How many households will benefit from this activity:
Activity Name:	Are you also applying for a Street Closure Permit (circle)?    YES    NO	
Activity Location:		
Activity Description: _____ _____		
How will this activity be publicized? _____		
Will any ongoing maintenance be required? No ____, Yes ____ If yes, please describe what, who will do it, and how it will be paid for: _____		
<b>RESOURCES</b>		
Describe other money or donations secured:		
Total other resources: \$	Total cost of activity: \$	Total grant funds requested: \$
<b>BENEFITS</b>		
How does the activity strengthen your block's sense of community or quality of life? _____ _____		
How will you evaluate the success of the activity? _____ _____		

For internal use only:

Approved by: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

## 2015 DETAILED ESTIMATED BUDGET

Please complete this budget sheet, including a detailed description of each item, the quantity of each item, its total cost, and the amount (cost and value) secured through donations (in-kind or monetary).

<b>Block Name:</b>		
Detailed Item Description and Quantity of Each Item Needed	Total Item Cost	Total Item Donation
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses and Donations</b>	\$	\$
<b>TOTAL GRANT AMOUNT REQUESTED</b>	\$	

**DISCOVER** Neighbors  
**DISCOVER** Home

A row of seven colorful houses with different roof and wall colors, arranged in a line. The houses are in various colors including orange, blue, yellow, and purple, with some having multiple colors. They are set against a light blue sky and green ground.

**STREET NAME:**

*See instructions on page 2 of the application*

This is a blank worksheet template for a town map. It features a central yellow road with two lanes, flanked by green grass and trees. On either side of the road are ten white rectangular plots, each with a small white house icon at the top. The entire map is enclosed in a green border with trees.





## 2015 EVALUATION and REIMBURSEMENT REQUEST (1)

**\*Please submit a reimbursement request for each check recipient and attach all original invoices and/or receipts with each request.**

**Submit this form with the evaluation on the next page within two weeks after your activity**

Activity Details	
Submission date:	
Date of activity:	
Block name and description:	
Total reimbursement amount requested:	\$
Make Check Payable To:	
First & Last Name:	
Address:	
City, State & Zip Code	
Phone Number:	
Email:	

**The City of Longmont cannot reimburse for purchase of alcoholic beverages.**

For internal use only:	
Approved by:	_____
Date:	_____

**Mail or submit payment requests in person at:**  
 City of Longmont, Community and Neighborhood Resources  
 350 Kimbark Street, Longmont, CO 80501

Neighborhood Grant

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## REIMBURSEMENT FORM

# 2015 EVALUATION and REIMBURSEMENT REQUEST (2)

**Thank you for your participation. Help us improve this grant and your next activity by submitting this evaluation as part of your reimbursement form.**

Block Name/Location:	
CONTACT PERSON	
Name:	Phone:
Email:	
ACTIVITY EVALUATION	
Activity Date:	Activity Name:
How many <u>people</u> participated?	How many <u>households</u> participated?
Will you apply again next year (circle)?    YES      NO	
Will you organize any other activities with your neighbors this year (circle)?    YES      NO	
What were the positive or successful outcomes of your activity? _____ _____	
What could have been better about your activity? _____ _____	
What did you learn about your neighbors? _____ _____	
How did this activity improve the quality of life in your neighborhood? _____ _____	
What resources would have been helpful to make your activity better? _____ _____	
Would you like to learn about the benefits of participating in your registered neighborhood group (circle)?    YES      NO	
Any additional feedback or thoughts: _____ _____	

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**LONGMONT  
COMMUNITY &  
NEIGHBORHOOD  
RESOURCES**  
A Division of Community Services